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State of Indiana

Division of Family Resources
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TO: Superintendents, Principals, Food Service Directors, and Data Personnel
FROM: Family and Social Services Administration/Division of Family Resources
RE: Submission Window Closing for P-EBT Benefits
DATE: April 16, 2021

The Division of Family Resources (DFR) continues to partner with Indiana schools to provide Pandemic Electronic Benefits to Indiana families during this Public Health Emergency. Currently, the submission window is open for data submissions for January, February, and March 2021, along with accepting corrections for October to December 2020. **Data collection for March 2021 opened on April 1st and must be submitted by April 16th. After the close of submissions on April 16th, schools will not be able to add students for P-EBT benefits until the next collection window opening in May.** Please note that, due to changes in federal regulations, data must now be submitted by month. See the table below for more information.

Please note that the submission window for January, February, March 2021, and October-December 2020 Corrections closes on April 16th. Between now and this deadline, the portal will send daily reminders to those who have not finished submitting data for each of the windows. Please finalize your submissions as soon as possible, even if your school is not eligible.

Eligible Timeframe	School Data Collection Timeframe	Issuance Month	Potential Eligible Days
January 2021	March 8 - April 16, 2021	April 30, 2021	20
February 2021	March 8 - April 16, 2021	April 30, 2021	20
October-December 2020 Corrections	March 8 - April 16, 2021	April 30, 2021	58
March 2021	April 1 – April 16, 2021	April 30, 2021	23



Acceptable corrections include a student's eligible days and adding a missed student. A guidance document for the corrections process can be found under "P-EBT Resources" on the [FSSA: DFR Pandemic EBT website](#) along with instructions for updating a student's address for previously submitted incorrect addresses as well as changes in address. DFR has also updated the submission guidance document to reflect updates to the portal, please read it carefully to understand the changes to the submission process.

If you have immediate questions, email PEBT support for schools at PEBTQ@fssa.in.gov. This email is for school personnel only.

Important Updates to Tier-2 Eligibility

Another important update is a change to the Tier-2 Eligibility requirements for schools. Under the new guidelines, **there is no 5 day minimum to meet Tier-2 eligibility status**. That is, if a school was closed for one or more days due to the PHE, delayed opening by one or more days, or offered a hybrid model (between remote and in-person learning), the school will qualify as Tier 2 Eligible. These eligibility changes include the October-December 2020 window. If your school is now eligible based on October 2020-December 2020, that eligibility covers the entirety of the 2020-2021 school year.

In addition, if even a single student participated in virtual learning due to the PHE, or missed school because they had to quarantine due to COVID-19, the school qualifies as a hybrid model and therefore qualifies as Tier-2 Eligible.

Please review your schools' data as you begin the data submission process. If needed, you may also change your schools' eligibility status at any point during the submission window by selecting "Update Eligibility Status" on a school's submission overview page.

Access to the FSSA P-EBT Portal

The IDOE is providing the primary access point to the FSSA P-EBT portal through the [LINK Portal](#). All public local education agencies and accredited non-public school entities may access the secure FSSA P-EBT portal. Once logged in to the LINK Portal, authorized school staff will see a tile for the FSSA P-EBT Portal. Clicking on the tile will direct authorized staff to an FSSA-hosted site for secure submission of student data.

Authorized school staff must have the staff type (role) of Security Coordinators and/or Data Administrators to access the P-EBT portal tile within the LINK Portal. Local Security Coordinators can verify staff types (roles) and make any necessary changes through the Security tile within the LINK portal. Guidance on Setting Staff Types may be found [HERE](#). Information regarding P-EBT benefits including school and student eligibility may be found on the [FSSA: DFR Pandemic EBT website](#).